

**TOWN OF DARIEN
BOARD OF FINANCE
REGULAR MEETING
JUNE 21, 2016**

ATTENDANCE: Jon Zagrodzky, Chairman; Frank Huck, James McLaughlin, James Palen, Diana Maguire, David Lopiano

ABSENT: Bruce Orr

STAFF: Jennifer Charneski, Finance Director

OTHERS: Ms. Kathleen M. Larkins, Darien Tax Collector; Mr. Shaun Volin, Board of Fire Commissioners Chairman; Mr. Jack Davis, RTM F&B Chair,

CALL TO ORDER

Mr. Zagrodzky called the meeting to order at 7:31 p.m. A quorum was present.

Approval of Suspense List.

Ms. Larkins reviewed the tax suspense list with the Board Members and said that she was very pleased with the new collection agency. Mr. Palen asked if there were complaints with the previous collection agency. Ms. Larkins said that there had been. The new agency had been recommended to her by other municipal tax collectors.

**** MR. MCLAUGHLIN MOVED TO APPROVE THE SUSPENSE LIST AS PRESENTED.**

**** MR. LOPIANO SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Approval of Updated Town Pension Plan Summary Document.

Approval of Update Police Pension Plan Summary Document.

Mr. Zagrodzky said that the Pension Review Board had reviewed the updated plan documents. He said that there was no red line copy showing the changes for the Town Pension Plan or the Police Pension Plan available to the Board members. He said that he would like to have Robinson & Cole provide the Board members with a red line copy.

**** MR. LOPIANO MOVED TO TABLE THE APPROVAL OF THE UPDATED TOWN PENSION PLAN SUMMARY DOCUMENT AND APPROVAL OF UPDATED POLICE PENSION PLAN SUMMARY DOCUMENT.**

**** MS. MAGUIRE SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Discussion of Five Year Forecast.

Mr. Zagrodzky said that the Board Members had the same approach to developing the Five Year Forecast for some time, and he would like to have the Board Members consider the forecast while asking themselves a number of "What if the State reduced grants" or "What if the grand list decreased." type questions. He said that he would like to see what they could do to mitigate any negative trends or enhance any positive ones. Discussion followed.

Mr. Zagrodzky said that he would like to have this on the agenda for discussion in July, August and September, so the Board Members could have short discussion about the various aspects.

CONTINGENCY TRANSFER

FY 2017

Fire Commission – Communications (\$51,000)

Mr. Shaun Volin came forward to speak about the dispatch system that would be handled by a third party vendor. The 30 day trial went well. The request is for a transfer of funds from Contingency. Mr. Volin gave an overview of how the system works and said that the glitches are being worked out. Discussion followed about back up, where the group was located and the plans for eventually transferring the dispatch back to the Darien Police.

**** MR. MCCLAUGHLIN MOVED THE FOLLOWING TRANSFER:**

FROM:			TO:		
Acct. Number	Account Name	Amount	Acct. Number	Account Name	Amount
10407000-86600	BOF Contingency	\$51,000	10303441-82056	Emergency Communications Services	\$51,000
TOTAL		\$51,000	TOTAL		\$51,000

**** MR. PALEN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

FY 2016

Police Station Operation – Solid Waste Disposal Services (\$4,000)

Ms. Charneski reviewed the item. The request is for replacement of air filters in the Department range.

**** MR. HUCK MOVED THE FOLLOWING TRANSFER:**

FROM:			TO:		
Acct. Number	Account Name	Amount	Acct. Number	Account Name	Amount
10302213 83006	Police Uniforms	\$2,000.00	10302323 82013	Station Operation and	\$4,000.00
10302243 83001	Police Office Supplies	\$1,000.00		Maintenance - Solid	
10302313 82040	Police Fleet Service	\$1,000.00		Waste Disposal Services	
	TOTAL	\$4,000.00		TOTAL	\$4,000.00

**** MR. PALEN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Parks and Recreation – Professional Services (\$3,200)

Ms. Charneski reviewed the item with the Board Members. The request is to cover the cost of a Traffic Study at Weed Beach.

**** MS. MAGUIRE MOVED THE FOLLOWING TRANSFER:**

FROM:			TO:		
Acct. Number	Account Name	Amount	Acct. Number	Account Name	Amount
10604001-82033	Organized Events Program Expenses	\$3,200.00	10601011-82007	Admin – Professional Services	\$3,200.00
	TOTAL	\$3,200.00		TOTAL	\$3,200.00

**** MR. PALEN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Registrar of Voters – Elections (\$25,151)

Ms. Charneski said that the Secretary of State had selected Darien for an audit in April. There were also 12 polls for the primary election.

**** MR. MCLAUGHLIN MOVED THE FOLLOWING TRANSFER:**

FROM:			TO:		
Acct. Number	Account Name	Amount	Acct. Number	Account Name	Amount
10107651	Various	\$3,511	10107661	Various	\$25,151

10107651	Various	\$5,604		
	(See attached)			
Contingency		\$16,036		
	TOTAL	\$25,151	TOTAL	\$25,151

**** MR. LOPIANO SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

CLOSE OUT OF RFCNRE (Capital) PROJECTS.

Ms. Charneski said that she had contacted all the departments regarding the Capital Non-Recurring FY2016 Summary. She said that she would like to start a quarterly review of these types of accounts. Mr. McLaughlin said that he liked the idea and felt it would be beneficial for the Town. Ms. Charneski said that she would also like to start working with the various departments on their Capital budget requests.

Mr. Zagrodzky asked for clarification about a previous project involving a generator. Ms. Charneski explained that it was contingent upon the Town receiving a grant, which did not happen. Discussion followed about scheduling a BOF review before the budget process begins. Mr. Zagrodzky asked when it would be good to have this scheduled. Ms. Charneski suggested that the BOF review the figures in October.

Mr. Davis suggested that the account be called Capital Reserve rather than Capital Contingency because contingency indicates that there is some kind of unexpected situation. Mr. Zagrodzky said that he did not have any issues with changing the name.

Discussion followed about the various line items.

Mr. Zagrodzky said that while he had no issue with a few hundred dollars over budget, he would appreciate having some kind of explanation on why various projects had overages of more than \$1,000.

**** ** MR. LOPIANO MOVED TO APPROVE THE CLOSE OUT OF RFCNRE (Capital) PROJECTS.**

**** MR. PALEN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

FINANCIAL REPORT

Ms. Charneski said that the finances are looking good. She then reviewed the details of both the revenues and expenses. She reminded everyone that Ms. Larkins had indicated that the current tax collections were at 99.76% during her presentation to the Board.

The discussion moved to the cost of the Shuffle. The RTM did not approve the Shuffle costs because they wish to wait until the legal fees are settled. Mr. Zagrodzky said that he would like a crystal clear report down to the penny about the costs so that it could be closed out for good. Ms. Charneski said that she expected a small draw on the Fund Balance due to a transfer involving the Shuffle.

Ms. Charneski then reviewed the Contingency Accounts Report with the Board members.

Ms. Charneski said that the auditors would be arriving for their preliminary work next week and then will return in August to perform the actual audit.

The discussion then moved to the details of the parking revenue and the lack of a license plate reader.

APPROVAL OF MINUTES

May 17, 2016

The following correction was noted:

Page 2, under **Board of Education Central Office/Mather Community Center Building Project**, **MOTION**: the addition of a comma to the Fund Balance figure of \$567695.000 in the Transfer grid as follows:

FROM -

**** MS. MAGUIRE MOVED TO APPROVE THE FOLLOWING ITEM AS CORRECTED:**

Board of Education Central Office/Mather Community Center Building Project

FROM:			TO:		
Acct. Number	Account Name	Amount	Acct. Number	Account Name	Amount
31511993-43207	State Grant	\$181,363.46	31552013	Mather Center	\$749,058.46
10101011-49100	Fund Balance	\$567695.00			
	TOTAL	\$749,058.46		TOTAL	\$749,058.46

**** MR. PALEN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

TO:

**** MS. MAGUIRE MOVED TO APPROVE THE FOLLOWING ITEM AS CORRECTED:**

Board of Education Central Office/Mather Community Center Building Project

FROM:			TO:		
Acct. Number	Account Name	Amount	Acct. Number	Account Name	Amount
31511993-43207	State Grant	\$181,363.46	31552013	Mather Center	\$749,058.46
10101011-49100	Fund Balance	\$567,695.00			
	TOTAL	\$749,058.46		TOTAL	\$749,058.46

**** MR. PALEN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Page 5, Under **Public Works - Street Light Acquisition (\$408,282)**, paragraph 2, line 3, please change the following from:

“Secondly the GIS coordinates and an assessment of the lighting fixture.”

to: “Secondly the GPS coordinates and an assessment of the lighting fixture.”

**** MR. HUCK MOVE THE MINUTES OF MAY 17, 2016 AS CORRECTED.**

**** MR. PALEN SECONDED.**

**** THE MOTION TO APPROVE THE MINUTES OF MAY 17, 2016 AS CORRECTED PASSED WITH FOUR IN FAVOR (ZAGRODZKY, HUCK, PALEN, AND MAGUIRE) AND TWO ABSTENTIONS (MCLAUGHLIN AND LOPIANO).**

SPECIAL ASSIGNMENTS / COMMITTEE REPORTS

Mr. Huck gave a brief overview of the various health insurance proposals that had arrived recently. Mr. Zagrodzky said that he hoped that the study would reveal the opportunity for savings realized by creating a synergy with the various groups for improved health coverage.

CHAIRMAN'S REPORT

Mr. Zagrodzky said that there had been some controversy about the Fire Department grants. Mr. Zagrodzky then reviewed the way it had worked in the past, which was each departments would receive a grant to pay for operational costs and small contingencies. He said that the Town was now in a good position to pay reoccurring bills such as phone bills, and other items. The goal was efficiency and cost reduction. The purpose was not to cut the Fire Departments funding. First Selectmen Stevenson, Mr. Zagrodzky and Ms. Buch all support the Fire Departments because Darien is one community that has an all volunteer fire department.

Mr. Zagrodzky said that part of the budget process was to start thinking about some of the various issues like the cost of service contracts for items like copiers or the cost of leasing cars vs. purchasing them. The Town may be facing more funding cuts from the State. He said that he hoped to sit down with Mr. Davis in the near future to discuss this.

Mr. Davis spoke briefly about the Senior Center costs like the lunch program and how the Board of Selectmen might review the expenses involved. He said that Ms. Buch and Ms. Charneski were also being very helpful with projects like this.

Mr. Zagrodzky noted the recent passing of a prominent Darien citizen.

Mr. Huck asked if the State had finalized their budget. Mr. Zagrodzky said that the Governor had proposed reducing the grants by \$20 million dollars. Ms. Charneski said that she thought Darien was in a good position because they did not budget for the ECS grant.

The discussion moved to whether the July meeting or the August meeting should be cancelled.

ADJOURNMENT

**** MR. LOPIANO MOVED TO ADJOURN.**

**** MR. PALEN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 8:48 p.m.

Respectfully submitted,

Diana Maguire
Clerk, Board of Finance

Prepared by

S. L. Soltes
Telesco Secretarial Services